

**COTS Enterprise Architecture Workgroup
Meeting Minutes
June 6, 2000**

Members Present: Murali Rao, VDOT; David Molchany, Fairfax; James Jokl, UVA; Bob Pontius, VEC; Bethann Canada, DOE; Randy Horton, DRS; Tim Bass, VRS; Donald Byrne, DCR; Linda Foster, TAX; Bill Mize, DIT

Members Absent: Bob Haugh, DOC; Ted McCormack, CLG

Staff Present: Dan Ziomek, DTP; Bryan Drake, DIT

Staff Absent: Andy Poarch, DIT; Paul Bucher, VDOT

Guests: Jerry Simonoff, DTP; John Eagle, City of Hampton; Gary Halstead, DELL; Doug Leber, Tivoli

Agenda:

1:00 to 1:10 Opening Remarks - David Molchany & Murali Rao

1:10 to 1:20 Introduction of Work Group Members
(Confirm Administrative Data)

1:20 to 2:20 Overview & Current Status of Virginia Enterprise Architecture Initiative - Dan Ziomek

2:20 to 2:40 General Discussion of Work Group Mission and Priorities

2:40 to 2:50 Break

2:50 to 3:40 Strategy Discussion & Work Plan Development

3:40 to 3:45 Frequency, Time and Location of Meetings?

3:45 to 3:59 Other Business & Summary of Workgroup Decisions

4:00 Adjournment - Location, Date & Time of Next Meeting

Discussion:

After opening comments and welcome by the co-chairs, Dan Ziomek provided Workgroup members with information required to access the META Group Extranet for EA related documents. Dan then presented a current overview and status report of the VAEA Initiative, including work completed and in progress, to attendees. The Workgroup reviewed and recommended wording changes to the EA Workgroup mission statement or purpose. The revised statement of purpose will be distributed for further comment and for members to use in briefing their respective agency management.

A proposed work plan for continued development of the VAEA Initiative was presented and discussed. A decision was made to delay further discussion of the work plan until the next meeting. Delaying a final decision on the work plan will allow new members time to research existing VAEA Initiative

documentation as well as EA work ongoing in other states and organizations. In order to facilitate EA research, members agreed to distribute any architecture or infrastructure documentation their agencies currently have in place. If the documentation is available on the web, then only the URL will be provided.

Because of the large scope of the VAEA Initiative and the need to get broad participation and buy-in from across the Commonwealth, members agreed to continue to recruit additional EA Team members, not only from their own agency but from other organizations within their constituency. Any new nominations should be sent to Dan Ziomek.

The following action items were identified for completion prior to the next meeting:

- Dan Ziomek will distribute a revised Workgroup statement of purpose and the URL to the North Carolina EA site.
- Respective members from TAX, VDOT and Fairfax will distribute their architecture documentation for review by members prior to the next meeting (URL only in the case of internet accessible documentation).
- Members will review the business activities of the organizations they represent prior to the next meeting and be prepared to discuss any recommended revisions to current VAEA documentation necessitated by their review.
- Members will review all current VAEA documentation and the proposed Workgroup work plan in order to support discussion and development of a final Workgroup work plan at the next meeting. Agreement on a final work plan will be the primary focus for the June 28th meeting.

The next meeting was set for June 28 at 9:00 AM. The meeting will be conducted at the James Monroe Building in the Secretary of Education "Smart Conference Room" on the 18th floor. Attendees needing directions to the conference room should contact Martha Cassidy at telephone (804) 225-2105.